

AGENDA

PRE-CONSTRUCTION MEETING REMOVAL ACTION 20 JEFFERSON AVENUE ELGIN, ILLINOIS October 21, 2009

1. Introductions
2. Designation of responsible personnel
3. Lines of authority and communication
4. Health and safety
5. Use of the Site for storage, vehicle parking, access routes, and other site requirements
6. OWNER's requirements
7. Coordination with other contractors and OWNER
8. Temporary facilities and controls provided by CONTRACTOR
9. Survey layout
10. Security and housekeeping procedures
11. Procedures for processing field decisions, submittals, applications for payments, change orders, and closeout procedures
12. Procedures for testing and inspection
13. Procedures for maintaining record documents
14. Project schedule